



FY 2018 CONSOLIDATED JUVENILE DELINQUENCY (PREVENTION) AND COMMUNITY CORRECTIONS (REENTRY) PROGRAMS REQUEST FOR APPLICATIONS (RFA) 2018-01

APPLICATION DUE DATE: Thursday, May 25, 2017, 5 p.m., EDT.

Hard copies of the application will not be accepted. To access electronic Grants Management System (eGMS), click on www.zoomgrants.com or <http://ovsjg.dc.gov/page/current-funding>

First time applicants must log-in to Zoomgrants™ to obtain user id and password.

For Zoomgrants™ technical assistance, contact questions@zoomgrants.com or (866)323-5404, 10 a.m. – 7 p.m. EDT

ELIGIBILITY: Qualified nonprofit organizations (Category 1) & District government agencies only (Category 2). Awards are available for up to \$125,000 for a twelve-month performance period from October 2017 to September 2018 (FY 18).

TECHNICAL ASSISTANCE: A pre-bidder's webinar session for potential applicants is scheduled for Wednesday, May 3, 2017 from 11 a.m. – noon. To join the question and answer technical assistance session, click on <https://meet98677400.adobeconnect.com/rfa2018-01> . An alternate telephone line may be accessed by dialing (866)732-5963 / Participant Access Code: 37936394.

STAFF CONTACTS FOR RFA 2018-01

OJJDP Title II Formula Grant (Juvenile Delinquency)

bridgette.royster@dc.gov

BJA Byrne Justice Assistance Grant (Community Corrections)

mary.abraham@dc.gov

RFA Release Date: Tuesday, April 25, 2017. All inquiries must be submitted to ovsjg@dc.gov by May 12, 2017, with subject reference: "Inquiry RFA 2018-01".

BACKGROUND: The mission of the Office of Victim Services and Justice Grants (OVSJG) is to develop, fund, and coordinate programs that improve public safety; enhance the administration of justice; and create systems of care for crime victims, youth, and their families in the District. OVSJG also provides policy making expertise, advice, and counsel to the Executive on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence. OVSJG is also responsible for overseeing the programmatic strategies and coordinating grant-making efforts for victim service and justice grants programs as well as the Access Justice Initiative. OVSJG's FY 18 priorities for justice grants programs, and for the purpose of RFA 2018-01 are: juvenile delinquency (prevention) and community corrections (juvenile and adult reentry). For more information about OVSJG's grant funded opportunities, refer to the website <http://ovsjg.dc.gov>

Additional Resources: Refer to U.S. Office of Justice Programs www.ojp.gov for summary of programs related Office of Juvenile Justice and Delinquency Prevention (OJJDP) funding sources and Bureau of Justice Assistance (BJA) specific to RFA 2018-01. <https://www.bja.gov/> and <https://www.ojjdp.gov/>.

ELIGIBILITY: OVSJG announces the availability of funds (RFA 2018-01) to implement culturally-competent and community-based services within two priority/purpose areas: (1) Juvenile Delinquency (Prevention) and (2) Community Corrections (Reentry). Applicants are encouraged to implement data-driven and scientific-based practices to enhance community-based services, and to address mental health and substance abuse needs of program participants. Applicants are encouraged to partner with District agencies for referrals and program coordination to serve both youth and adults participants. Nonprofit organizations (Category 1) and District government agencies (Category 2) are eligible to apply for up to \$125,000. Eligible entities must have capacity to provide services to District residents effective October 1, 2017 through September 30, 2018. Nonprofit organizations are eligible to apply only for direct services. District government agencies are eligible to apply for strategic planning, program evaluation or technology and information-sharing related strategies.

PASS-THROUGH FUNDS (District agencies only): By invitation only, District agencies should submit applications under this RFA for activities related to pass-through funds under Title II (OJJDP) Core Compliance Requirement, Sex Offender Registry Notification Act (SORNA), Prison Rape Elimination Act (PREA), Paul Coverdell Forensic Science Improvement, and Residential Substance Abuse Treatment (RSAT).

FUNDING: Only ONE application per entity will be awarded (for up to \$125,000) under the OVSJG CONSOLIDATED JUVENILE DELINQUENCY (PREVENTION) AND COMMUNITY CORRECTIONS (REENTRY) PROGRAMS RFA 2018-01. OVSJG will determine appropriate funding source (federal or local) for each application during the award process. All successful grantees must agree to submit performance measures using various system applications and tools to collect data within the U.S. Office of Justice Programs (OJP) Performance Measurement Platform (PMP), and OVSJG's reporting systems such as Zoomgrants and Efforts To Outcomes (ETO) performance management system. These may include access and submission of data associated with <https://bjapmt.ojp.gov>, <https://ojjdpcompliance.ojp.gov>, <https://zoomgrants.com> and <https://eto.software.com>.

For detailed OJP PMP instructions: <https://ojjdpmt.ojp.gov/> (Title II) and Byrne JAG https://www.bja.gov/Programs/JAG_Questionnaire_PA4_Corrections_Community_Corrections.pdf

TARGET POPULATION: Delinquency Prevention Programs must address needs of youth under 21 years of age in community-based settings. Reentry programs must address pre-and post-release status of youth or adult population from correctional /juvenile facilities. For the purpose of RFA 2018-01, District or federal agency partnerships may be outlined in the form of a support letter, memorandum of understanding (MOU), or agreement to access secured facilities for intake/referral of program participants.

PROGRAM REQUIREMENTS

Applicant must:

- ❖ define target population proposed under juvenile delinquency (prevention) or community corrections (reentry) programs;
- ❖ be willing to designate a program staff (i.e., intake/reentry coordinator) to conduct intake for the target population and have organizational capacity to serve at least 50 program participants during a twelve-month period;
- ❖ must designate a program staff to communicate progress with OVSJG;
- ❖ provide services in community-based settings;
- ❖ define the point of entry for program participants within the criminal/juvenile justice system;
- ❖ address mental health and substance abuse needs of program participants;
- ❖ emphasize a public health and trauma-informed case management plan;
- ❖ demonstrate that intake assessments and continuity of care plans are administered for participants;
- ❖ provide program and fiscal data as requested by OVSJG to meet local and federal requirements;
- ❖ be willing to participate in a process evaluation, funded by OVSJG, from an action research perspective to inform policy and program development of effective initiatives;
- ❖ agree to collect and track minimum data elements as required, and track program efforts into federal and local data management systems (See specific links under funding section– pg. 2);
- ❖ agree to participate in all OVSJG sponsored technical assistance and meetings (pre- and post-award); and
- ❖ demonstrate that funding will be used to improve and/or expand existing services in partnership with community providers and referral sources.

REQUIRED COLLABORATIONS

- ❖ Letters of commitment from project partners is required from applicants. Letters must identify the roles and responsibilities of all parties, the commitment period, point of contact for each partner, need of the referral partners, and any other necessary information. Proposals must demonstrate a seamless referral process and highlight organization's ability to leverage other resources. **Letters must be addressed to OVSJG Director Michelle M. Garcia.**
- ❖ A Memoranda of Understanding with criminal/justice systems requiring access to secured, residential facilities must be in place within the first three months of the grant period. OVSJG will develop MOU and assist in its execution. Any partnerships described in letters of commitment should be formalized in the first quarter.

PRIORITY /PURPOSE AREAS: Data-driven and proven practices must be implemented to address and target one of the following purpose areas:

(1) Delinquency Prevention: Strategies must include services for youth prior to entering the juvenile justice system. Applicants must be able to respond efficiently to meet the needs of youth through collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, health care agencies, and private nonprofit agencies offering youth services. **Diversion:** Strategies must include services to divert youth from entering the juvenile justice system, including restorative justice programs such as youth or teen courts, victim-offender mediation, and restorative circles. And, **Gender-Specific Services:** Strategies must include services to address gender-specific needs, especially for female youth who commit offenses and become involved in the juvenile justice system. Client outcomes must be reported in <https://ojdpmt.ojp.gov> and <https://zoomgrants.com>.

(2) Community Corrections: Reentry Strategies must include services to address mental health, substance abuse and/or co-occurring disorder (COD) needs of individuals involved in the criminal /juvenile justice system. Target population must be a subset of individuals incarcerated as an adult or under supervision of juvenile system and be targeted for release into the District's communities within three months. Applicants must be able to document a comprehensive case management process for providing services with community support services (with fast track referrals) and to treat individuals pre- and/or post-release from correctional/juvenile institutions for a period of six months during a twelve month grant performance period. Specifically, applicants must be able to target criminogenic needs that affect future anti-social or re-offending behaviors; provide adequate staff training to successfully implement services for individuals involved in criminal justice system; provide supportive strategies designed to reduce barriers to employment; capture key indicators of individual progress; and address access to health benefits for individuals involved in the criminal justice system and with mental health, substance abuse issues and/or co-occurring disorders. Personnel assigned to this project, including applicant's staff and volunteers, must agree to complete mandated trainings required by District or federal agencies to gain access to secured facilities to be able to engage persons who are incarcerated. Client outcomes must be reported in <https://bjapmt.ojp.gov>, <https://eto.software.com> and <https://zoomgrants.com>.

(3) Strategic Planning/ Program Evaluation/Technology and Information Sharing (District agencies only – Category 2): Strategies must be associated with planning and adoption of new services; addressing gaps in District policies and/or capacity building for information-sharing/justice information systems and data collection initiatives using technology to improve outcomes for specific target population. Applicants must be able to provide policy recommendations to encourage interagency collaboration and planning meetings with collaborators involved in addressing community corrections and juvenile delinquency prevention programs.

NOTE: Applicants must identify eligibility for applying in Zoomgrants as Category 1 (nonprofits only) or Category 2 (District agencies) proposals in Zoomgrants™. For additional resources on best practices on strategies, visit <https://crimesolutions.com>.

SUBMISSION REQUIREMENT: Applicants may submit multiple proposals; however, only one award will be made to an entity in response to RFA 2018-01. Exceptions will be made for District agencies to administer pass-through grants such as Sex Offender Registry Notification Act (SORNA), Prison Rape Elimination Act (PREA), Title II Core Compliance Requirements, Residential Substance Abuse Treatment (RSAT) and Paul Coverdell Forensic Science Improvement. Participant referrals must be targeted to serve District residents or residents who are returning to District's communities after a period of incarceration (adult/youth reentry focus).

All applicants are required to submit the application online to OVSJG's electronic grants management system (eGMS) www.zoomgrants.com or <http://ovsjg.dc.gov/page/current-funding>. Hard copies of the application will not be accepted. Applicants must respond to all questions in Zoomgrants™ and designate funding request based on source(s), purpose areas, and category 1 or 2. Further instructions are provided in Zoomgrants™.

All certified assurances and application must be signed by the Authorized Official. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the application. Applications are due by 5 p.m. EDT on Thursday, May 25, 2017.

TECHNICAL ASSISTANCE: First time applicants must log-in to Zoomgrants™ to obtain user id and password. For Zoomgrants™ technical assistance, contact questions@zoomgrants.com or (866)323-5404, 10 a.m. – 7 p.m. EDT. A pre-bidder's webinar session for potential applicants is scheduled for Wednesday, May 3, 2017 from 11 a.m. – noon. To join the question and answer technical assistance session, click on <https://meet98677400.adobeconnect.com/rfa2018-01>. An alternate telephone line may be accessed by dialing (866)732-5963/ Participant Access Code: 37936394.

Program Contacts:

Byrne Justice Assistance Grant mary.abraham@dc.gov
Title II Formula Grant bridgette.royster@dc.gov

AVAILABILITY OF FUNDS: The funding period is October 1, 2017 through September 30, 2018. All grant expenditures and project activities must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Current grantees may reapply to OVSJG for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated performance.

The Office of Victim Services and Justice Grants also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA2018-01 in part or whole. Funding levels in the respective program areas are contingent upon continued federal or District funding, grantee performance, and/or reduction, elimination, or reallocation of federal funds by the U.S. Congress and/or the U.S. Department of Justice, and in accordance with applicable sections within the grant award and/or agreement. OVSJG reserves the right to continue funding in FY 2019 if funding is available and sub-grantee performance meets or exceeds the expectations and goals established by the grant. For more information, refer to OVSJG Grants Management Policies and Procedure Manual at <https://ovsjg.dc.gov/page/grant-management-resources-grantees>.

OVSJG will notify applicants if the application is not selected for funding. OVSJG does not share peer review reports but denied applicants may request a summary explanation of non-award decisions in writing to:

Office of Victim Services and Justice Grants
ATTN: Consolidated RFA 2018-01
441 4th Street NW, Suite 727N
Washington, DC 20001
Email: ovsjg@dc.gov

Please include the application ID # and title on all correspondence.
All required sections of the funding application must be received in Zoomgrants™ by May 25, 2017.

INQUIRIES: All inquiries must be submitted to ovsjg@dc.gov by May 12, 2017 with subject reference “Inquiry RFA 2018-01”.

ATTACHMENTS: Applicants are encouraged to respond to questions directly in Zoomgrants™. All information requested in Zoomgrants™ must be complete to include: (1) APPLICATION QUESTIONS TAB with an abstract, project narrative, performance measures, workplan, logic model, evaluation, sustainability plan, and, if applicable, an update on meeting the corrective action plan for high-risk grantee; (2) BUDGET/BUDGET NARRATIVE TAB; and (3) DOCUMENTS TAB with additional required certifications and other attachments. Attachments such as policies/procedures, support letters, resumes may be uploaded and identified as such to accommodate review process. Templates of required attachments with signatures are available in Zoomgrants™. Please submit documents with authorized official’s signature on certified assurances. Please review the OVSJG’s application checklist provided.

BUDGET/BUDGET NARRATIVE: Applicants are required to submit budget/budget narrative in Zoomgrants™. Applicants are required to include job description of assigned staff, resumes, line item/unit cost for services as supporting documents. For list of allowable costs, refer to <http://www.ojp.usdoj.gov/financialguide> . An applicant may submit a negotiated indirect cost rate (NICRA), in this section. Any costs included in the calculation of the NICRA cannot also be requested as direct costs. NICRA documentation must be submitted with the application. Alternatively, applicants can request a 10% de minimis indirect cost rate, per 2 C.F.R. Part 200.331(4), as amended. Match is not required for this RFA; however, applicant must submit a plan to leverage other funds and sustain program beyond OVSJG funding period. 25% match is required for RSAT request (District agencies only). Please refer to sample budget narrative provided in Zoomgrants™.

FINANCIAL STATEMENTS: All applicants are required to submit a copy of the most recent and complete set of audited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

BUSINESS LICENSE/PRE-QUALIFICATION CRITERIA: All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c) (3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant’s business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant’s tax status. Applicants must have valid Employment Identification Number (EIN), DUNS number, SAM registration and DC Business License.

DISCLOSURE OF LEGAL PROCEEDINGS: All applicants are required to disclose in a signed written statement provided on organizational letterhead, the truth of which is sworn or attested to by the applicants’ authorized official, whether the applicant, or where applicable, that its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has not:

- 1) been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (b) any crime or offense involving financial misconduct or fraud, or

2) been the subject of legal proceedings arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

AWARD DECISIONS AND NOTIFICATION: OVSJG follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations. All applications will be considered under the federal guidelines that determine allowable expenses for each specific federal grant. OVSJG will notify all applicants of the final award decision no later than September 1, 2017 pending notification to OVSJG of the federal award. For those applicants receiving funding, written notice will include the exact grant award amount, award agreement with all award terms and conditions, and any supplemental information required.

PAYMENT PROVISIONS: The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of a grant agreement, which results from this RFA 2018-01. Grant funds will be awarded on a cost- reimbursement basis only. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

RESTRICTIONS ON THE USE OF FUNDS: The Office of Justice Programs Financial Guide serves as a reference manual for all OVSJG sub-grantees.

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the new cost principles and Uniform Administrative Regulations delineated in the Office of Management and Budget referred as 2 CFR, Part 215,220,225,230 and U.S. Department of Justice, Office of Justice Program Financial Guide (<http://www.ojp.usdoj.gov/financialguide>) , Grants Management Policies and Procedure Manual at <https://ovsjg.dc.gov/page/grant-management-resources-grantees> and the District of Columbia City-Wide Grants Manual and Sourcebook. This section applies to cost principles referred to as OMB A-110, A-21,A-87, A-122 and A-133 in previous OVSJG RFAs. Revised certified assurances will be provided by OVSJG as they become available prior to project start date 10/1/17.

FUNDING TO FAITH-BASED ORGANIZATIONS: Applicants from faith-based organizations (FBO's) are invited and encouraged to apply for eligible grant activities described in this RFA. Faith-based organizations will be considered for awards on the same basis as other eligible applicants and will be treated on an equal basis with other grantees should they receive an award. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. However, grant funds may not be used to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in religious activities; however, these activities must be separate in time or location from the OVSJG funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

CIVIL RIGHTS REQUIREMENTS: Successful applicants must be able to demonstrate compliance with Federal and District Civil Rights Requirements. If applicant is selected for a grant award, relevant staff will be required post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the District of Columbia Language Access Act. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. Language access includes access to certified interpreters and translated materials. All applications should demonstrate a plan to ensure compliance with the District's Language Access Program.

Applicants must agree to comply with all applicable federal civil rights laws; make every effort to provide accessible programming to individuals with Limited English Proficiency; and comply with federal regulation 28 C.F.R. Part 38, governing "Equal Treatment for Faith based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith based organizations may in some circumstances consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.

NON-DISCRIMINATION IN HIRING AND/OR DELIVERY OF SERVICES AND DISCRIMINATION REPORTING: In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify OVSJG within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)) ; the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. 6101-07); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

TAX REQUIREMENT: If applicant is selected for a grant award, grantee must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR. Grantees may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker's Compensation premiums.

INSURANCE REQUIREMENT: If applicant is selected for a grant award, grantee will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). OVSJG will provide additional guidance on insurance documentation and requirements at the time of award.

ADDITIONAL REQUIREMENTS: OVSJG reserves the right to require additional certifications and/or information in accordance with applicable Federal or District requirements including the City-Wide

Grants Manual and Sourcebook. OVSJG will provide written notice of any additional requirements at the time of the award.

1. OVSJG reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.
2. This RFA does not commit OVSJG to award grants or sub grants. OVSJG reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. OVSJG may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable Federal or District regulation or requirement.
3. OVSJG reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
4. OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.
5. OVSJG may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
6. OVSJG may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFA and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

STANDARD CERTIFICATIONS AND ASSURANCES: See attachments in Zoomgrants.

APPLICATION CHECKLIST: The following information constitutes a complete response to this RFA 2018-01 and must be submitted before the deadline:

General Requirements:

- ☐ One original application submitted in [Zoomgrants](#)™ signed by the Authorized Official
- ☐ Signed Applicant Profile
- ☐ Project Description: (Zoomgrants “Application Question” tab)
 - Abstract
 - Program Narrative
 - Performance Measures
 - Statement of Qualifications
 - Evaluation Plan
 - Sustainability Plan
 - Updates on Corrective Action Plan if a high-risk grantee (if applicable)
- ☐ Budget/ Budget Narrative: (Zoomgrants “ Budget/Budget Narrative” tab)
 - Applicant match is not required by non-profits applying under this RFA.
 - 25% match is required for RSAT request (District agency only).
- ☐ Project Workplan / Logic Model
- ☐ Letters of Commitment / MOUs

Administrative Requirements: (Zoomgrants “Documents” tab)

- ☐ Audited Financial Statement with Management Letter
- ☐ IRS 501 (c)(3) Determination Letter and/or Business License
<https://dcra.dc.gov/service/verify-business-license>
- ☐ DC Clean Hands Certification
<https://dcra.dc.gov/publication/dcra-clean-hands-self-certification-form>
- ☐ Disclosure of Legal Proceedings
- ☐ Statement of Certification
- ☐ Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- ☐ Standard Assurances
- ☐ Roster of Board of Directors (if applicable)
- ☐ Key Resumes and Job Descriptions

Additional Documents (include as other attachments)

- Evaluation reports of program, if applicable.
- Applicant Policies and Procedures Manual
- Corrective Action Plans for High-Risk Grantees, if applicable.
- www.sam.gov registration screenshot